

Red Bud Community Unit School District No. 132
815 Locust Street
Red Bud, Illinois 62278

TO: All Noncertified Staff Members
FROM: Jonathan Tallman, Superintendent
DATE: July 1, 2020
RE: 2020-2021 Employment Information

Please review the attached employment information sheets carefully. I would like to remind everyone that time sheets should be a record of time actually spent on task each day of the pay period. The hours recorded should reflect the time spent on the job, not the time for which you expect to be paid. Please contact Mrs. Diemert at extension 1309 if you have any questions.

Remember that leave requests must be approved in advance, if possible, by your supervisor or building Principal. Request forms are available in each office. Please familiarize yourself with the kinds of paid leave available. They are listed and explained on the information sheet under "Sick Leave." If you are not sure if your particular request qualifies for paid leave, contact your Principal.

The District Office is available to answer any individual questions as they arise.

Have a great year!

RED BUD COMMUNITY UNIT SCHOOL DISTRICT NO. 132
Red Bud, Illinois

NONCERTIFIED PERSONNEL EMPLOYMENT INFORMATION

EFFECTIVE JULY 1, 2020

EMPLOYMENT AT-WILL

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board of Education policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing non-certificated employees at-will but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

FULL TIME EMPLOYEE

After your 90-day, introductory period, you will be considered a full time employee if hired to work 30 hours per week for 26 consecutive weeks. Full time employees are eligible for certain benefits.

PART TIME EMPLOYEE

After your 90-day, introductory period, you will be considered a part time employee if hired to work less than 30 hours per week on a regular basis. Part time employees are eligible for certain pro-rated benefits.

PAY DAYS

All employees are paid their regular wages on the 15th and 30th of each month, or the last work day before if these days are not work days.

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment. Time is calculated using a fifteen minute interval for payroll purposes. (For example, if an employee is scheduled to work at 8:00 a.m. and arrives at 7:46 a.m. it would be rounded to 8:00 a.m.) Both the supervisor and the employee can be held responsible for any of these dishonest actions and may result in criminal prosecution.

The supervisor will review and then initial the time record before submitting it to Payroll for processing. In addition, if the employee makes corrections or modifications to the time record, the supervisor must verify the accuracy of the changes by initialing the time record.

OVER-TIME PAY

The Superintendent and Building Principal must approve all work done each week for each job classification. Pay for this additional work will be as follows:

- a. The regular hourly rate will be paid for the first 40 hours on task in a calendar week. Observed holidays will count as "time on task." Sick days, emergency or personal family leave days, or vacation days will not count as "time on task." A calendar week begins at 12:00 a.m. Sunday and ends 11:59 p.m. Saturday.
- b. One and one-half times the regular rate will be paid when approved hours on task exceed 40 in a calendar week.

Overtime pay will be paid on the 15th day of each month for the entire preceding calendar month.

SICK LEAVE

As provided by the State law, all employees who are regularly scheduled to work 600 or more hours per year will be allowed sick leave for actual sickness according to the Illinois State Code.

- Twelve month employees will be allowed twelve sick days of which two may be taken for "Emergency" or Personal" leave, if previously approved by the supervisor.
- Nine month employees will be allowed ten sick days of which one may be taken for "Emergency" or Personal" leave, if previously approved by the supervisor.

Beginning in 2000-2001, two of the ten sick leave days may be used for "bereavement leave." With supervisor approval "bereavement leave" may be used to allow attendance at the funerals of close friends or relatives not covered as immediate family under the definition used in the Illinois School Code. The School Code defines immediate family as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.)

If an employee uses two or less sick days in a full year of employment, two days will be added to the employee's cumulative total of sick leave days at the beginning of the following year.

Unused sick leave days can accumulate to a total not to exceed 225.

Employees who begin work during a school year will have sick/emergency days prorated according to the percent of year remaining.

Personal, vacation, or sick leave for 12 month employees can be used in one hour increments.

HEALTH INSURANCE

The District provides a group health insurance plan for all eligible full-time employees. The District may pay a portion of health insurance premiums for

each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. **See official plan documents for complete details.**

VACATION

Paid vacation time will be allowed to full-time twelve-month employees. Vacations are calculated on the basis of a year beginning July 1 and ending June 30. Vacation time is earned and prorated on the basis of days worked through June 30.

During the first year of employment, one-half day vacation will be allowed for each month over two months worked through June 30. Twelve month employees will earn two weeks after one year of continuous service, three weeks of vacation after ten years of continuous service and four weeks after twenty years of continuous service in the District.

Vacation time should be used during the summer or during days when school is not in session (days when neither teachers nor students are in attendance), or at other times when employment of a substitute is not necessary. Not more than two weeks of vacation are to be taken continuously. Vacation days must be approved in advance by Supervisors.

Employees who work for a shorter period than twelve (12) months yearly will not be allowed vacation time.

HOLIDAYS

Holidays to be observed are as follows:

Dr. M.L. King's Birthday (3rd Monday in January)
Presidents' Day (3rd Monday in February)
Casimir Pulaski Day (1st Monday in March)
Good Friday
Memorial Day (last Monday in May)
Labor Day (1st Monday in September)
Columbus Day (2nd Monday in October)
Election Day (1st Tuesday in November - 2020 only)
Thanksgiving Day (4th Thursday in November)

Holidays to be observed on Friday or Monday if the holiday falls on a Saturday or Sunday are:

Christmas Day (December 25th)
New Year's Day (January 1st)
Independence Day (July 4th)

Veterans' Day (November 11th) will be observed unless the holiday falls on a Saturday or Sunday.

Twelve month employees will receive holiday pay for the following dates:

- Day after Thanksgiving
- Christmas Eve 12/24 - will be observed unless the holiday falls on a Saturday or Sunday
- Easter Monday

AIDES 2020-2021

Rates approved July 16, 2020

1.50%

Teacher Aides
 Special Education Aides
 Personal Aides
 Media Aides

Step	Year	<u>2020-2021</u>		<u>2020-2021</u>	
		Hired prior to 7/1/2009		Hired after 7/1/2009	
		<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
0	1st	\$16.02	\$14.12	\$16.02	\$14.12
	2nd		\$14.12		\$14.12
1	1st	\$17.40	\$14.70	\$16.64	\$14.58
	2nd		\$14.70		\$14.58
2	1st	\$18.71	\$15.91	\$17.22	\$15.03
	2nd		\$15.91		\$15.03
3	1st	\$20.03	\$17.03	\$17.82	\$15.49
	2nd		\$17.03		\$15.49
4	1st	\$20.30	\$18.19	\$18.43	\$15.93
	2nd		\$18.19		\$15.93
5	1st			\$19.01	\$16.38
	2nd				\$16.38
6	1st			\$19.60	\$16.82
	2nd				\$16.82
7	1st			\$20.21	\$17.28
	2nd				\$17.28
8	1st			\$20.30	\$17.73
	2nd				\$17.73
9	1st			\$20.30	\$18.19
	2nd				\$18.19
Substitute			\$11.00		\$11.00
Temp. personal aide			\$13.22		\$13.22

Nine month employees:

Rate changes are made only on September 15.

Rate changes are made for every nine month employee each September 15 regardless of the date of employment.

Step changes are made only on September 15.

Those employed between July 1 and December 31 will move a step when rates are changed the following September 15.

Those employed between January 1 and June 30 will not move a step until September 15 of the year following employment.

For part-time staff, two years of service equal one step.

The hourly rate for aides will not exceed \$21.00.

Bus Personnel 2020-2021

Rates approved July 16, 2020

1.50%

Bus Drivers

Step	Year	<u>2020-2021</u>		<u>2020-2021</u>	
		Hired prior to 9/1/2018		Hired after 9/1/2018	
		<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
0	1st		\$15.21		\$15.21
	2nd		\$15.21		\$15.21
1	1st		\$16.00		\$15.56
	2nd		\$16.00		\$15.56
2	1st		\$16.80		\$15.92
	2nd		\$16.80		\$15.92
3	1st		\$17.60		\$16.28
	2nd		\$17.60		\$16.28
4	1st		\$18.27		\$16.64
	2nd		\$18.27		\$16.64
5	1st				\$17.00
	2nd				\$17.00
6	1st				\$17.35
	2nd				\$17.35
7	1st				\$17.71
	2nd				\$17.71
8	1st				\$18.06
	2nd				\$18.06
9	1st				\$18.27
	2nd				\$18.27

Bus Aides \$13.22 \$13.22

Training / Meeting Pay \$10.00 \$10.00

Nine month employees:

Rate changes are made only on September 15.

Rate changes are made for every nine month employee each September 15 regardless of the date of employment.

Step changes are made only on September 15.

Those employed between July 1 and December 31 will move a step when rates are changed the following September 15.

Those employed between January 1 and June 30 will not move a step until September 15 of the year following employment.

For part-time staff, two years of service equal one step.

The hourly rate for aides will not exceed \$19.00.

CLERICAL STAFF 2020-2021

Rates approved July 16, 2020

1.50%

Clerical Staff

Step	Year	<u>2020-2021</u>		<u>2020-2021</u>	
		Hired prior to 7/1/2009		Hired after 7/1/2009	
		<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
0	1st	\$17.17	\$15.84	\$17.17	\$15.84
	2nd				\$15.84
1	1st	\$18.46	\$16.11	\$17.73	\$16.24
	2nd				\$16.24
2	1st	\$19.71	\$17.23	\$18.30	\$16.65
	2nd				\$16.65
3	1st	\$20.96	\$18.37	\$18.86	\$17.04
	2nd				\$17.04
4	1st	\$21.32	\$19.49	\$19.41	\$17.44
	2nd				\$17.44
5	1st			\$19.98	\$17.84
	2nd				\$17.84
6	1st			\$20.53	\$18.24
	2nd				\$18.24
7	1st			\$21.09	\$18.65
	2nd				\$18.65
8	1st			\$21.32	\$19.04
	2nd				\$19.04
9	1st			\$21.32	\$19.49
	2nd				\$19.49
Substitute			\$12.00		\$12.00
Bookkeeper	plus	\$2.00		plus	\$2.00
District Professional	plus	\$0.75			

Twelve month employees:

Rate changes are made only on July 1.

Rate changes are made for every twelve month employee each July 1 regardless of the date of employment.

Step changes are made only on July 1.

Step changes are made only after at least one half year has been worked.

Those employed between July 1 and December 31 will move a step when rates are changed the following July 1.

Those employed between January 1 and June 30 will not move a step until July 1 of the year following employment.

For part-time staff, two years of service equal one step.

The hourly rate for clerical staff will not exceed \$22.00.

COOKS 2020-2021

Rates approved July 16, 2020

1.50%

Cooks

Step	Year	<u>2020-2021</u>		<u>2020-2021</u>	
		Hired prior to 7/1/2009		Hired after 7/1/2009	
		<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
0	1st	\$12.68	\$11.47	\$12.68	\$11.47
	2nd		\$11.47		\$11.47
1	1st	\$13.81	\$11.61	\$13.23	\$11.81
	2nd		\$11.61		\$11.81
2	1st	\$15.00	\$12.65	\$13.73	\$12.14
	2nd		\$12.65		\$12.14
3	1st	\$16.10	\$13.51	\$14.22	\$12.49
	2nd		\$13.51		\$12.49
4	1st	\$16.32	\$14.46	\$14.74	\$12.82
	2nd		\$14.46		\$12.82
5	1st			\$15.24	\$13.13
	2nd				\$13.13
6	1st			\$15.77	\$13.44
	2nd				\$13.44
7	1st			\$16.29	\$13.79
	2nd				\$13.79
8	1st			\$16.32	\$14.12
	2nd				\$14.12
9	1st			\$16.32	\$14.46
	2nd				\$14.46

Head Cooks

1.50%

Beginning	\$12.83	\$11.60	\$12.83	\$11.48
After 1 year	\$13.96	\$11.73	\$13.34	\$11.80
After 2 years	\$15.15	\$12.80	\$13.85	\$12.12
After 3 years	\$16.27	\$13.65	\$14.38	\$12.48
After 4 years	\$16.48	\$14.59	\$14.89	\$12.80
After 5 years			\$15.42	\$13.13
After 6 years			\$15.93	\$13.46
After 7 years			\$16.45	\$13.80
After 8 years			\$16.48	\$14.13
After 9 years			\$16.48	\$14.45

Substitute		\$10.00		\$10.00
Head Cook	plus	\$2.93	plus	\$2.93

Nine month employees:

Rate changes are made only on September 15.

Rate changes are made for every nine month employee each September 15 regardless of the date of employment.

Step changes are made only on September 15.

Those employed between July 1 and December 31 will move a step when rates are changed the following September 15.

Those employed between January 1 and June 30 will not move a step until September 15 of the year following employment.

For part-time staff, two years of service equal one step.

The hourly rate for cooks will not exceed \$17.08 and head cooks \$17.24.

CUSTODIANS 2020-2021

Rates approved July 16, 2020

1.50%

Custodians

Step	Year	<u>2020-2021</u>		<u>2020-2021</u>	
		Hired prior to 7/1/2009		Hired after 7/1/2009	
		<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
0	1st	\$15.46	\$13.98	\$15.46	\$13.98
	2nd		\$13.98		\$13.98
1	1st	\$16.80	\$14.73	\$16.06	\$14.48
	2nd		\$14.73		\$14.48
2	1st	\$18.21	\$15.94	\$16.69	\$14.96
	2nd		\$15.94		\$14.96
3	1st	\$19.59	\$17.17	\$17.30	\$15.46
	2nd		\$17.17		\$15.46
4	1st	\$21.01	\$18.39	\$17.92	\$15.94
	2nd		\$18.39		\$15.94
5	1st			\$18.55	\$16.41
	2nd				\$16.41
6	1st			\$19.17	\$16.90
	2nd				\$16.90
7	1st			\$19.80	\$17.40
	2nd				\$17.40
8	1st			\$20.41	\$17.87
	2nd				\$17.87
9	1st			\$21.01	\$18.39
	2nd				\$18.39
Substitute custodian			\$10.50		\$10.50
P/T Groundskeeper			\$12.00	eff. 2/4/19	

Twelve month employees:

Rate changes are made only on July 1.

Rate changes are made for every twelve month employee each July 1 regardless of the date of employment.

Step changes are made only on July 1.

Step changes are made only after at least one half year has been worked.

Those employed between July 1 and December 31 will move a step when rates are changed the following July 1.

Those employed between January 1 and June 30 will not move a step until July 1 of the year following employment.

For part-time staff, two years of service equal one step.

The hourly rate for custodians will not exceed \$22.00.